



Parent Involvement Committee

June 12, 2012, noon
CEC – Room 3

MINUTES

Present:

Joanne MacEwan, PIC Chair / parent
Cathy Philpott, parent
Karen Delaney, parent
Alison Baizana, trustee
Julian Hanlon, director
Cindy Owens, principal
Alana Schryburt, administration

Regrets:

Mirna Akkawi, parent
Laura Johnston, parent
Patricia Walsh, parent

Prayer (Julian)

1. Approval of Agenda

MOTION:

That the June 12, 2012 agenda be approved as amended.
Moved by K. Delaney, seconded by C. Philpott

2. Confirmation of Minutes – February 23, 2012 (Cathy / Joanne)

MOTION:

That the February 23, 2012 minutes be approved as presented.
Moved by C. Philpott, seconded by J. MacEwan

3. Discussion Items

a. New HST rebate form (attached)

An overview was provided on the HST rebate form.....

b. Website and communications – verbal

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PIC has a presence on the Ottawa Catholic School Board website and ways to reach parents and inform them about grants and reporting was discussed.

4. Report to Board June 12th (attached)

An overview was provided on the presentation that will go to the OCSB Board of Trustees on June 12, 2012. Trustees will be informed about grants received by schools and how the funds are being spent to engage parents and to encourage them to become more involved in their child's education.

At this meeting, the Parent Involvement Committee (PIC) and Catholic School Parents Association (CSPA) will be thanked for their assistance and involvement in the 2011-2012 school year.

5. Discuss PRO Regional Grant 2012-2013 – verbal

A submission was made for a PRO Regional Grant in the amount of \$5000 for the Director Forum. It was hoped that these funds would be approved, however, it was noted that these may not be approved as our Symposiums are more in lines with regional grants

We should be aware by mid-August if the grant is approved

6. Update on PIC Memo sent May 1, 2012 (attached)

- a. June 18th due
- b. Handout – “PIC Funds – Ways of Engaging Parents” – when parent councils called they were provided with the options on the handout; additionally, these options were posted on the PIC website.
- c. Schools are doing well with their returns
- d. We are doing well tracking
- e. Numerous calls come in so schools do want to know how they can get more parents involved
- f. Money is given up-front in our board to schools. It was noted that in some school boards, school councils must apply for money to their PIC.
- g. School Newsletters – there was a discussion on ways to improve communication with parents and asking principals to include information about PIC in their September newsletter was suggested.

ACTION:

Joanne and Cindy to discuss best way to communicate with the principals in September regarding a covering notice to principals with suggestions, such as: parent resources, babysitting coverage, taxi chits, etc. Covering notice to principals to include their option to “filter and use as needed”

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7. Update on PRO email sent May 29, 2012 (attached)

- a. An overview was provided on the reminder sent to school councils/principals regarding reporting.
- b. Glenn Court is the Ministry contact if passwords / usernames are unknown
- c. Schools have been asked to find ways with councils to spend funds
- d. Unspent funds to be sent back to board if over \$50.00; payable to Ottawa Catholic School Board.

8. PIC Budget Update (to be handed out)

- a. Budget as it stands to date
- b. We are on budget as per the "Proposed Budget"
- c. Increase to \$15,672.76 due to funds coming back to PIC because of unspent funds from 2010-2011 PRO grants who were unable to spend the funds; normally because speakers cancelled or issues with timing for parents.
- d. Breakdown provided, i.e. travel, internet costs, etc. Internet messages have gone out to 1600 users – very effective
- e. \$9000 PRO Regional Grant – overview provided
- f. Once all expenses have been submitted it is expected that the PIC budget will be very close to the proposed spending for the 2011-2012 school year.

MOTION:

That the Draft PIC Budget 2011-2012 be approved as presented.
Moved by K. Delaney, seconded by C. Philpott

9. New Business:

- a. Continuing Education Funding Symposium for 2012-13 school year
 - Education for Parents - not applying for funds next year
 - Form shown (green)
 - Teachers will be paid
 - Example outlined of Toronto District School Board
 - Hope to get \$20-30,000
 - Based on registrations will help know how much money will come
 - Superintendent Atkinson has informed "all about the board", classroom settings not keynote speaker
 - By circulating through the board have discovered new ways to involve parents and get funds
- b. Parent Engagement Teen Tool kit
 - i. How to create a workshop around material for each school
 - ii. Can pick out key points

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- iii. Student Services Dept / VP group to be made aware and they then have awareness to inform parents at their school

ACTION:

In Fall, Joanne to contact Julian on ways to implement, such as through Joanne Gosselin, secondary, Peter Atkinson, adult education, and Brenda Wilson, elementary. (Alana to provide copy of package to above people)

- c. Peel DSB Guide for parents
 - i. Ready? Set? High School! – overview provided
 - ii. Guide for parents about how to get involved, attendance, well-being, and communications.
 - iii. Joanne Gosselin was named as a good person at HS level to get involved
 - iv. Lynne Charrett in elementary panel to get involved
 - v. Information to be posted on PIC website

ACTION:

In Fall, Joanne to follow-up with people listed above.

Plans for next year:

- 1) We to Me – coming to Ottawa in Fall, is there some way a parent component can be involved? (Craig has said they will work with parents on how to prepare them for social justice issues, etc.)

ACTION – Joanne to talk to Joanne Gosselin about getting involved

- 2) Student Conference being hosted by OCSB in April – (Denise / Kathy) looking at option to have an evening for parents

Closing Remarks:

Words of thanks were extended to committee for their attendance at meetings, symposiums, workshops, etc. and for their input to PIC.

The Chair of the committee received words of appreciation for her leadership and work over the 2011-2012 school year.